

**Minutes of Council on Aging  
August 27, 2013 Board Meeting  
Gleason Public Library - Hollis Room**

Meeting was called to order by Chair, Abha Singhal at 5:05pm. Board Member attendance: Abha Singhal, Liz Bishop, Liz Thibeault, Elizabeth Acquaviva, Verna Gilbert, Peggy Hilton, Tom Dunkers, Melinda Lindquist, Joanne Willens, Lillian DeBenedictis, Jean Sain. Associate Board members present: Stephanie Blunt, Mary Daigle, Ned Berube, Natalie Ives. Staff present: David Klein, Angela Smith, Marna Sorenson, Debbie Farrell, Peter Cullinane. Estelle Keast was the Friends of Carlisle COA member in attendance. Guests in attendance: Linda Fantasia and Terry Curran.

**Secretary Minutes** - Verna Gilbert moved to accept the June minutes prepared by Elizabeth Acquaviva. The motion was seconded and was passed by voice vote. Since there wasn't a Board Meeting in July, no minutes were presented.

**Treasurer's Reports** - Verna Gilbert reported that we finished the year in great shape returning a small amount of money to the town. A change was considered for line item 6 to be modified to read 'office staff' vs. 'part time/full time staff' going forward. Joanne Willens moved to accept the Treasurer's reports for June and July. The motion was seconded and carried by voice vote.

**Social Worker's Reports** - Peter Cullinane submitted his reports and gave an update. There has been an increase in his caseload due to the re-opening of two past cases. Verna Gilbert moved to accept the June and July reports. The motion was seconded and carried by voice vote.

**Transportation Coordinator's Reports** - Debbie Farrell explained the new reporting as a "my senior center" handout will suffice as her report because the same information in 'my Senior Center' is what is needed to report back to the LRTA. This will also streamline her efforts. The topics of new drivers and meals on wheels were also discussed. Verna Gilbert moved to accept the June and July reports. The motion was seconded and carried by voice vote.

**Outreach Coordinator/Program Manager Reports** - Angela Smith recapped what was presented in her reports and noted that her position has now gone to Full Time for FY14 with a new title of Outreach Coordinator and Program Manager. Verna Gilbert moved to accept the June and July reports. The motion was seconded and carried by voice vote. Angela circulated the monthly coffee list to fill any empty hosting slots.

**Director's Reports** - David Klein passed out hard copies of A Guide for Board Members and a summary matrix produced by the MA Executive Office of Elder Affairs July, 2013. The Volunteer Hours Reporting Log was circulated for July with an explanation to new members as to why it is necessary to record volunteer hours which includes attending Board Meetings. In addition, David Klein announced that due to additional funding for the State Formula Grant and some leftover money from the last fiscal year that was approved by the legislature to automatically pay each town's annual dues to the Mass Council of Aging, there is extra money available to pay for several Board Members to attend the MCOA Annual Conference. Please let David know right away, if interested. David reminded the Board that all members are required to take an online ethics training every two years. Please check with the Town Clerk, if there is any confusion regarding

this requirement and please email David when the online training has been completed, or if it was completed previously for another Board. Other handouts included a copy of the “Council on Aging Town of Carlisle Policies and Procedures” (the COA Bylaws) that Abha wanted everyone to have. David also discussed the scheduling process for van drivers. Liz Bishop made a motion to accept the June and July reports. The motion was seconded and carried by voice vote.

**Wellness Grant** - Based on a joint grant (funded by the State Dept. of Health) between the COA and the Board of Health, Linda Fantasia, BOH, introduced social worker, Terry Curran, who gave a presentation from her research on Smoking Cessation and passed out a handout entitled Tobacco and the Older American. A fact was presented that caught the Board’s attention: Smokers cause the greatest number of home fires. Linda and Terry are working with our Fire Chief to support the residents of Carlisle’s senior housing to quit smoking by explaining the dangers of therapeutic oxygen mixed with any smoker. On October 15 at 1:30 pm in the Gleason Public Library Hollis Room there will be a presentation regarding “Using Home Medical Oxygen Safely” sponsored by the Board of Health that will dovetail well with Linda’s and Terry’s smoking cessation efforts.

**Senior Day Trips** - Joanne Willens discussed the upcoming schedule of events including trips in September to Grassfield Restaurant in Billerica and the Heritage Museum in Sandwich; a restaurant review trip to Bamboo in Westford in October as well as a trip to Newport that includes an afternoon train ride; November 6 theater in Stoneham to see Jekyll and Hyde and then back to Newport, December 11, to see ‘Perfect Wedding’ at the playhouse and lunch. See newsletter for all trips.

**Minuteman Senior Services** - Jean Sain reported that MMSS is looking for donors to contribute to the December Online Auction. She also explained that the cell phone donations actually go to Florida to be stripped of their data and then reissued to be reused by seniors. The July presentation to the Board was on homecare programs. Joan Butler is working on a proposal for transition coordinator to compliment that the “money follows the person” which is a project to help individuals living in a nursing home move back into the community. Cumming Properties is donating \$100,000 ten recipients and MMSS is one. They have already received \$50,000. Lastly, Healthy Living Programs are being offered.

**Friends of the Carlisle Council on Aging** - Estelle Keast thanked the COA for all they do. She explained that the FoCCOA was founded in 1994 to raise additional funds to support programs for seniors. They plan to once again post names of donors in the upcoming December newsletter. They plan to work with the town to coordinate further programming for seniors and the community. David interjected that the FoCCOA was extremely helpful last year by setting up a checking account with \$1,000 in it for the COA department to utilize when caught between Town expense cycles for immediate payment needs such as a payment for a program venue. The account is then reimbursed through the COA’s general fund budget, the revolving account, or grant funds, as appropriate.

Hand votes were then taken by the Chair to determine meeting times for the upcoming 2013/2014 year. The outcome was that the meeting shall remain on the 3<sup>rd</sup> Tuesday of the month when possible with 5 meetings in the day time and 5 meetings in the evening.

The resolution of a part time paid driver issue was discussed over administration of duties and the time and remuneration thereof.

At 6:24 pm, Liz Thibeault moved to extend the meeting by 10 minutes. The motion was seconded and carried by voice vote.

Another discussion ensued on the proposed Bylaw change regarding the role of the Board Treasurer for next fiscal year. Additional comments were made to reconsider the extent of involvement by the COA Board Treasurer to produce a monthly report of the accounting for the department. A disagreement among the Board Members ensued with no resolution on the issue being made. Monthly reporting will continue to be generated by the COA Board Treasurer. Further discussion and deliberation was tabled until a future meeting.

Highland Building: Prior to the commencement of the Board Meeting, members visited the Highland Building to check out the configuration and present condition of the structure. Liz Thibeault presented a schematic from the Mosquito showing room for larger functions in the 3<sup>rd</sup> floor of the building. Before finishing this discussion, Liz Bishop moved to extend the meeting once more for an additional five minutes. The motion was seconded and carried by voice vote. A show of hand vote was taken on the COA Board's present interest in pursuing the Highland Building for COA use. The hand vote showed 7 against, 2 for and 2 abstaining.

The meeting was adjourned at 6:50pm.

Elizabeth Acquaviva  
COA Board Secretary

**Next Meeting September 17, at 7 pm, Town Hall Clark Room**